

MANUAL PAYS 4

SCREEN ID: HTMTD

ATTACH TO FORM PR-10.1 (HTM00)

COMPANY NUMBER				EMPLOYEE NUMBER										T C D	PAGE NUMBER			
0	0													0				

EMPLOYEE NAME (FOR REFERENCE ONLY)

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BALANCE ON SCREEN HTMCK
WHEN ENTRY IS COMPLETE

TAXES (500)

ST/ LOC	FIT SIT	OASDI LOCAL	HI DI	OTHER GROSS	(1) ADJ

DEDUCTIONS (550)

DED NO	DED AMOUNT	DED NO	DED AMOUNT	DED NO	DED AMOUNT	DED NO	DED AMOUNT

(1) ACCEPTABLE VALUES:

BLANK,+ Positive Adjustment P
- Negative Adjustment M

Positive Adjustment - Will be reflected in the employee's next earnings notice
Will increase appropriate fields in employee's masterfile.
Negative Adjustment - Will be reflected in the employee's next earnings notice
Will decrease appropriate fields in employee's masterfile.

Authorized Signature

Date

Keyed By

Date

Form PR-10.4
Rev 10/04